

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST III -
Human Resources Field Office

SALARY GROUP: B18

DEPARTMENT: Human Resources Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Patty Garcia DATE: 01/16/2015

POSITION #: 004402

I. JOB SUMMARY

Performs complex human resources management work. Work involves administering a human resources management program; ensuring compliance with state and federal laws and regulations; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Participates in the administrative processing of new hires, employee separations, and other human resources actions; assists in planning, developing, revising, and implementing human resources policies and procedures; and communicates and disseminates human resources policies and procedures.
 - B. Provides technical assistance to employees and managers regarding human resources issues to include compensation, employment, leave provisions, retirement, and insurance; advises agency staff on human resources issues, rules, and regulations; and reviews human resources paperwork to ensure compliance with agency policies and procedures.
 - C. Performs and oversees timekeeping and other data entry processes; prepares human resources correspondence, reports, forms, and other documents; and maintains personnel files, records, reports, and statistical data in an automated record keeping system.
 - D. Coordinates and conducts new hire orientation activities; and coordinates work with other departments, divisions, agencies, staff, and the public.
 - E. Trains and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Human Resources, Business Administration, Public Administration, a Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required four years of the non-human resources experience may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning technical program support, human resources, or program administration experience.
3. One year full-time, wage-earning human resources experience.
4. Computer operations experience preferred.
5. Experience in the supervision of employees preferred.

B. Knowledge and Skills

1. Knowledge of the principles, methods, and practices of human resources management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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Page 3 of 3

9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to develop policies, procedures, and guidelines to meet program objectives.
13. Skill to train and supervise employees.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.